

# Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

#### **REQUEST FOR QUOTATION**

#### OFFICE SUPPLIES FOR 3RD-4TH QUARTER (SAP)

Purchase Request No. 2024-06-1317
Approved Budget for the Contract: ₽634,600.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of Office Supplies for 3<sup>rd</sup>-4<sup>th</sup> Quarter (SAP) to apply the sum of Six Hundred Thirty Four Thousand and Six Hundred Pesos Only (£ 634,600.00) inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
400	pack	Glossy Photo Sticker Paper - A4	
200	bot	003 lnk BK	
200	bot	003 lnk CY	
200	bot	003 lnk MG	
200	bot	003 lnk YL	
500	roll	Scotch Tape 1" white transparent	
300	roll	Scotch Tape 2" white transparent	
400	pcs	Signpen Gel Pen 0.7 Black G2	
400	pcs	Signpen Gel Pen 0.7 Blue G2	
200	box	2 Ply Carbonless Continuous Form Paper 1 Half 60gsm 500 sheets 500 sets 9.5in x 5.5in	
100	pack	Report Cover Folder Expanding 25/pack - Legal	
200	pack	Stapler HD-50R with Remover Original	
500	pack	Specialty Paper A4 Cream	
500	pcs	Expanding Plastic Envelope with Handle - Legal	
300	pcs	Glue (Stick Type) 22gsm	
300	box	Staple Wire #35	

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail: slsuprocurement@slsu.edu.ph

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

MARIDEU C. ZABELLA Head, Produrement Office Southern Luzon State University Lucban, Quezon

Tel. No.: (042)540-6519



## Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

### REQUEST FOR QUOTATION

COMPA	NY NAM	E:	Supply and Property Office	PR No.: 2024	-06-1317
ADDRE					y -
Officer and the	O./FAX N	0. :	TIN No.:		
er than			owest price on the item(s) listed below, subject to the Terms & Conditions stated ofin the return envelope attached herewith to the Proi		your representative
1. All en		be typewrit	ten or legibility written.  upon conforme of the approved Purchase Order (P.O).		
	tratitive per				
A CONTRACTOR OF LINES.	without val				
(1) one v	anty shall b rear for Equ	e for a min		DEL O TARELLA	
	validity sha	MARIDEL C. ZABELLA			
	liers require		Head, Procurement Office	Procurement Office	
			nit, DTI, Bank Name/Account and Branch for evaluation of the nission of the quotation.		
			ete specifications showing products certification, if applicable.		
			or each items being offered.		
8. The A	pproved bu	idget cellin	g for this procurement is PHP 634,600.00		
em#	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	400	pack	Glossy Photo Sticker Paper - A4		
	200	bot	003 Ink BK		
	200	bot	003 lnk CY		
	200	bot	003 Ink MG		
	200	bot	003 Ink YL		
	500 300	roll	Scotch Tape 1" white transparent Scotch Tape 2" white transparent		
	400	pcs	Signpen Gel Pen 0.7 Black G2		
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	400	pus	2 Ply Carbonless Continuous Form Paper 1 Half 60gsm 500	0 sheets 500 sets	
	200	box	9.5in x 5.5in		
	100	pack	Report Cover Folder Expanding 25/pack - Legal		
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	500	pack	Specialty Paper A4 Cream		
	500	pcs	Expanding Plastic Envelope with Handle - Legal		
	300	pcs	Glue (Stick Type) 22gsm		
	300	box	Staple Wire #35	4	
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Source of Fund: RF MOOE					
	Period:			Price Validity:	
			ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the spa Conditions specified by SLSU Procurement Office.	ce of providec on the Delivery Period, Warranty & Pr	ice Validity are left bla
				Printed Name/Signature/Date	